



Project Manager: Masterclasses Programme

Contract: 8-month fixed-term (with possibility to extend)

Start date: Ideally mid-October, to be mutually agreed

Hours: Full-time

Location: Office based at Somerset House, London, with some hybrid working

Salary: Equivalent to £40,000 – 42,000 per annum dependent on experience

National Saturday Club

The National Saturday Club gives 13–16-year-olds a unique opportunity to study subjects they love on a Saturday at their local university, college or cultural institution. Currently offered across eight dynamic subjects: Art&Design, Craft&Making, Fashion&Business, Film&Screen, Performance&Theatre, Science&Engineering, Society&Change and Writing&Talking; the year-long programme is free, has no exams and offers young people a transformational opportunity to build their skills, develop their confidence and discover pathways to further study and future careers.

Individual Club programmes are delivered by partner institutions, professional tutors and industry practitioners, and include joint activities organised by the Saturday Club Trust, such as the London Visit, Masterclasses with industry experts and a Summer Show and Graduation Ceremony that enhance the annual programme and bring the members together across the network.

The National Saturday Club was initiated in 2009 by The Sorrell Foundation, an educational charity co-founded by Sir John Sorrell CBE and Lady Sorrell OBE. Partly supported by public funding from Arts Council England, the Department for Education and DCMS. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club.

saturday-club.org

Main purpose of the role

This fixed-term role will deliver the 2026 National Saturday Club Masterclasses Programme, nurturing existing relationships with global brands, regional corporate partners and well-known creative professionals, fostering new relationships and overseeing the efficient and thorough planning of over 80 Masterclass events for 140 Saturday Clubs on Saturdays between January and May.

The Masterclasses are a central part of the National Saturday Club programme delivery. Delivered to an exceptional standard and run in collaboration with a national network of prominent industry partners and creative professionalism the Masterclasses Programme, connects each Saturday Club and its members, aged 13–16, with industry experts. Each bespoke event is carefully developed to inspire young people and showcase how their skills and interests can develop into future careers in the creative industries and beyond.

From June–December Masterclasses are secured and planned with the delivery phase running January–May. Depending on start date, on commencement of the role, approximately 50% of Masterclasses will be secured. Reporting to the Director of Programmes and Communications, you will be responsible for confirming the remaining Masterclasses by engaging with industry partners to identify opportunities and matching them with Saturday Clubs, as well as putting delivery plans in place to ensure each confirmed event booked runs smoothly, safely and in alignment with National Saturday Club policies and processes.

You will be supported by a Programme Coordinator and a part-time, freelance Programmes Assistant to ensure that logistical plans are in place and clearly communicated to the network, coordinating the participation of Saturday Clubs by liaising with Club tutors as well as the industry Masterclass givers. Relationship management will be a key element of the role, ensuring that all contributors and participants are well-briefed and supported with their needs. Event details will be primarily managed within our bespoke online portal and CRM system and you will be responsible for ensuring these details are complete and correct. You will work in close collaboration with industry partners on the development and planning for their Masterclasses, supporting them to ensure each Masterclass has maximum impact on the young people.

This role requires a meticulously organised and experienced Project Manager, with a solution-focused approach and outstanding time-management skills. You will be comfortable and confident overseeing multiple workstreams, prioritising tasks and working collaboratively with team members to develop event plans into live activity. You will have previous experience of nurturing collaborative creative partnerships with individuals and businesses and will understand the importance of developing a future talent pipeline of diverse young people. You will be an excellent communicator with a client-first approach to delivering high-quality events. You will have an understanding of the impact of youth outreach and engagement work, centring the young people's experience and prioritising the value they receive through taking part in each Masterclass.

Role responsibilities

Masterclass Programme Delivery:

- Oversee the delivery of approximately 80 creative and bespoke Masterclass workshops for all National Saturday Club young people across the country, in partnership with well-known and respected industry partners and professionals.
- Work with the Programme Coordinator and Programme Assistant to develop plans and arrange the logistics for each Masterclass event, devising structures for prioritising and delegating tasks.
- Lead meetings with Masterclass partners to design impactful creative education workshops, aligned with the organisation's charitable objectives.
- Oversee communications with Club tutors to arrange all operational details required for their Club members' attendance at Masterclass events.
- Oversee communications with Masterclass givers, venues and suppliers to ensure streamlined operational delivery of all Masterclass events.

Operational Management:

- Manage the Masterclasses Programme budget, track progress, and adhere to project timelines, working closely with the Director of Programmes.
- Manage the Masterclass giver databases in the CRM and make use of digital event planning tools to plan events.
- Oversee the coordination of logistics, including travel, accommodation, manage event call sheets and circulate event details as well as briefing and inducting freelancers, supported by the Programme Coordinator.
- Ensure Health and Safety, Accessibility and Safeguarding protocols are in place and adhered to for all events, overseeing the completion of risk assessments. Participate in training, where required.
- Represent the organisation at workshops and events and be on call on Saturdays when Masterclasses are taking place to trouble-shoot operational issues and adapt plans as required

Programme development and reporting:

- Working alongside the Director of Programmes and Communications, ensure Masterclass opportunities are secured for all 140+ Saturday Clubs identifying potential Masterclass givers and scheduling Masterclass opportunities
- Nurture relationships with established Masterclass givers and identify and develop new industry partnerships with global brands, regional corporate partners and well-known professionals across the UK, working with the Director of Programmes
- Work with the Research and Evaluation Manager to gather evaluation data and report on the impact of the programme internally and externally to industry partners and funders.
- Work with the Director of Programmes and Communications to compile final reporting for Masterclass givers and to reflect on the overall reach and impact of the 2026 Masterclasses Programme

Person specification:

Essential

- Meticulous project management, team coordination, organisation and budgeting skills
- Proven experience of developing and delivering audience facing events
- Experience of establishing, developing and maintaining positive and productive working relationships with individuals, networks and stakeholders
- Strong verbal and written communication skills – personable and proactive
- Ability to coordinate multiple project streams to meet deadlines
- Ability to collaborate and work under own initiative and prioritise a range of tasks with minimal supervision
- Demonstrable ability to nurture collaborative relationships and partnerships with individuals and businesses
- Degree (or equivalent relevant experience)

Desirable

- Having worked in an educational context with young people
- Experience of developing or commissioning creative outreach and engagement activity
- Contextual understanding of the creative industries values and working practices
- Experience working to address barriers to access and under representation
- An active interest in education settings, youth engagement, creative career pathways and keeping up to date with the latest research, policy and practice
- Worked with freelancers and volunteers
- Confident presentation, report writing and public speaking ability.

The Masterclasses Programme runs from January to May every year and regular Saturday working will be required during this period in locations across the UK on dates including:

Saturday 31st January, Saturday 7th February, Saturday 28th February, Saturday 7th March, Saturday 14th March, Saturday 21st March, Saturday 18th April, Saturday 25th April.

Open to discussion if the candidate is not available on some of the dates listed due to a prior commitment.

How to apply

Please send a CV and covering letter to jobs@saturday-club.org and complete our anonymous [Equality and Diversity Monitoring Form](#). Applications will be reviewed on a rolling basis with a final deadline of Monday 29 September at midday. Any questions regarding the role please contact us at jobs@saturday-club.org.

Employment benefits

The Saturday Club Trust offers the following employment benefits:

- Working at the prestigious cultural destination Somerset House in central London, with access to offers and events from our resident community and discounts at onsite restaurants, bars and cafes
- Enhanced annual leave – 25 days plus bank holidays
- Hybrid working upon agreement
- Company pension scheme
- Life insurance cover
- Access to our external employee assistance programme (Health Assured) for free 24/7 confidential advice and support
- Cycle to Work scheme

Equality, Diversity & Inclusion

All staff complete safeguarding and ED&I training and contribute to an inclusive culture. We actively welcome applications from candidates of all backgrounds — particularly those currently under-represented in the arts, cultural and education sectors.

Environmental responsibility

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

Data Protection

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing; operations@saturday-club.org

The Saturday Club Trust is a UK-registered charity (no 1165362) and company limited by guarantee in England and Wales (no 09559467).